

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>SPVG ENVIRONMENTAL SCIENTIST</u>		CLASSIFICATION CODE: <u>00706800 (UNCLASSIFIED)</u>	
	SALARY RANGE: <u>58256-66039 (Gr 00832A)</u>		REFERENCE POSITION NO.: <u>00001</u>	
	Department or Agency Name <u>EXECUTIVE MILITARY STAFF</u>		APPLICATION PERIOD: <u>9/15/06-9/21/06</u>	
	Division/Section/Unit <u>FACILITIES MANAGEMENT OFFICE</u>			
	Assignment(s) / Comments <u>COMPRESSED WORK WEEK SUBJECT TO CHANGE</u>			
	Shift and Days: <u>TUES-FRI (7:30AM-4:45PM)</u>		Job Location: <u>CRANSTON</u>	
	Restrictions/Limitations: <u>LIMITED TO FEDERAL FUNDING 9-30-07</u>			
	Position Covered By Collective Bargaining Union Agreement		Yes _____ No <u>X</u> **	
	Name of Bargaining Unit Union: <u>NON UNION</u>			
	There is ____ is not <u>X</u> a Civil Service List for this position		See A/B or Both for Specific Instructions	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.				
General Information to Candidate	INSTRUCTIONS:			
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.			
	Most Important - Please include the following information:			
	• The title of the position for which you are applying		• Name of department where you are currently employed	
	• Title of your present position and date you entered it		• Your business telephone number	
	• Date you entered State service		• Present Union Affiliations	
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.			
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:			
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.			
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS			
• Reasonable Accommodations:				
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.				
• Medical Information:				
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).				
Statement of Duties	DUTIES / RESPONSIBILITIES: To have the assigned responsibility for supervising complex programs and professional work in various areas of environmental protection and to plan and coordinate the work of several units engages in such functions; to advise and ensure the Environmental Protection Specialist (EPS) is kept fully informed on technical and administrative aspects of specific environmental programs. To plan, coordinate, review and evaluate the work of first and second line supervisors and the work of professional, technical and clerical personnel. To coordinate technical administrative and regulatory activities between Federal, State and various environmental committees, commissions and groups. SEE ATTACHED JOB SPECIFICATION FOR DETAILED DESCRIPTION OF DUTIES AND RESPONSIBILITIES.			
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: possession of a masters degree in one of the physical, biological or environmental sciences, environmental engineering or in a closely related field; and Experience: Such as may have been gained through: employment which involved responsibility for the supervision, guidance and direction of subordinates involving professional work in the field of environmental engineering, environmental sanitation, or an allied field. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience. Special Requirement: Requires travel in and out of state to attend various conferences, training and other related activities. At time of appointment, must possess and maintain as a condition of employment a valid driver's license and be subject to BCI and NAC background investigations for security purposes.			
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: MAIL IN ONLY. NO FAX'S PLEASE EXECUTIVE MILITARY STAFF ATTN: SUE JAY 705 NEW LONDON AVENUE CRANSTON, RI 02920 <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div> Telephone #: <u>275-4648</u> Fax #: <u>475-4053</u> TTY/TDD #: <u>RELAY 7 - 1 - 1</u> (Telecommunication Device for the Deaf) </div> <div style="text-align: right;">  </div> </div>			

UNCLASSIFIED

TITLE: SUPERVISING ENVIRONMENTAL SCIENTIST

CLASS CODE: 00706800

GRADE: 0832A NON UNION

GENERAL STATEMENT OF DUTIES: Within a Department of Executive Military Staff, Maintenance of Federal Buildings, Facilities Management Program area designated as a small-sized organization component, to have the assigned responsibility for supervising complex programs and professional work in various areas of environmental protection and to plan and coordinate the work of several units engaged in such functions; and to do related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification is required is to advise and ensure the Environmental Protection Specialist (EPS) is kept fully informed on technical and administrative aspects of specific environmental programs. The incumbent plans, coordinates, reviews and evaluates the work of first and second line supervisors and the work of professional, technical and clerical personnel. Coordinates technical administrative and regulatory activities between Federal, State, and various environmental committees, commissions and groups.

DESCRIPTION OF DUTIES: The incumbent will serve in the Facilities Management Program Environmental Office. Responsibilities include collecting and coordinating data, monitoring environmental studies and programs, providing technical support in the spatial analysis of environmental systems; technical expertise in the areas of Geographic Information System (GIS) temporal and spatial analysis, quantitative geomorphology and hydrology, aquatic chemistry and physics, aerial photographic interpretation, and data integration; developing and/or adapting quantitative characterization and assessment applications, evaluating environmental data relevant to non-point source loading in priority facilities; evaluating aerial photographs and other remote sensing data; serves as liaison between the Department, Federal, State, Regional, and other establishments, organizations and agencies; represents the Department in meetings with Federal, State, Regional, and local environmental agencies which are suppliers of environmental information and data; and planning and performing GIS multi-media environmental data analysis. To plan, organize, coordinate and supervise complex programs and the professional work output of the various areas of environmental programs. To develop and organize new environmental protections programs. Assist in the formulation of legislation, implement established Department policy and as request, review, comment and testify on proposed legislation. Provide program direction, advise, assistance, and consultation on specialized scientific programs and problems. To provide technical guidance, supervision and direction to supervisory personnel engaged in special projects. Develop basic conceptual plans from which courses of action may be derived and to manage the environmental programs and solve problems. To develop program grant proposals for submission to Federal Government and National Guard Bureau for funding. To assign, instruct and supervise the work of other staff. To make determinations on priority and policy problems. As required, to prepare and deliver general and technical

papers at lay and scientific meetings and conferences. Serve as project coordinator on special environmental projects, which will be developed by program staff enclusive of governing policies and regulations, as written; reviews research proposals and recommends necessary courses of action. To draft highly technical and policy related correspondence in the course of official duties and supervise other subordinates responses to Departmental correspondence. To supervise and direct the preparation of clear, technically sound, scientifically accurate and comprehensive reports of environmental problems and ecological matters containing findings, conclusion and recommendations. To establish and supervise the maintenance of essential records and files. To perform related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices, procedures, and technology of the scientific field of concern; a thorough knowledge of the methods and techniques required in order to supervise a program of environmental management or regulations; the ability to acquire thorough knowledge of the federal environmental laws and regulations and those of Rhode Island; the ability to analyze, interpret and apply laws, rules and regulations; the ability to organize a staff to review scientific work, analyze fourteen environmental protection programs, and oversee their accomplishment; the ability to assign, supervise and coordinate the activities of highly qualified specialists in a variety of scientific and engineering disciplines; the ability to direct staff to analyze and interpret highly technical reports and scientific documents related to the environment; the ability to supervise staff in preparation of scientifically sound papers, proposals, and technical correspondence; the ability to direct the maintenance of essential records and files; the ability to understand and carry out complex oral and written instructions; the ability to establish and maintain effective working relationships with Federal, State, local, private, and public agencies and organizations; and related capacities and abilities.

Education: Such as may have been gained through: possession of a masters degree in one of the physical, biological or environmental sciences, environment engineering or in a closely related field; and

Experience: Such as may have been gained through: employment which involved responsibility for the supervision, guidance and direction of subordinates involving professional work in the field of environmental engineering, environmental sanitation, or an allied field.

Special Requirements: Requires travel in and out of state to attend various conferences, training and other related activities. At time of appointment, must possess and maintain as a condition of employment a valid driver's license and be subject to BCI and NAC background investigations for security purposes.

Revised: 6/14/06